

## Your Business Name Health and Well-Being Guidelines

Ensuring the safety and well-being of employees is our top priority. As we begin gradually reopening our office/site/facility, we ask every employee to read and acknowledge this set of "Health and Well-Being Guidelines." These guidelines are designed to minimize the risk of COVID-19 infection and exposure and help keep everyone safe and healthy.

Employees will need to read and submit acknowledgement of the guidelines prior to entering our office/site/facility (*and their badge will not be reactivated until we receive acknowledgement*).

Contractors (*and customers/partners/vendors*) will also be asked to acknowledge a similar set of guidelines prior to entering our office/site/facility.

## Your Business Name Health and Well-Being Guidelines

1. If you exhibit symptoms and/or test positive for COVID-19, do not come into the office/site/facility. Seek immediate medical advice, self-isolate for a period of 14 days, and contact your HR resource. If you are a contractor, please promptly contact your agency or employer.
2. If you have had close contact with someone confirmed or presumed to have COVID-19, do not come into the office/site/facility for a period of 14 days after contact and inform your HR resource. A close contact is either directly touching an infected person or being within 2 meters / 6 feet of the infected person for more than 10 minutes.
3. If you are confirmed with COVID-19 and have been in our office/site/facility or with a customer or partner within three days of exhibiting symptoms or testing positive, you will be asked to participate in contact tracing efforts. We will of course respect individual confidentiality and privacy concerns. Again, do not come into the office/site/facility for a period of 14 days after contact and inform your HR resource.
4. Within our facility/office/site, masks or face coverings are required in all public or common areas such as restrooms, hallways, breakrooms, and elevators.
5. Employees will be expected to follow established hand-hygiene and appropriate social distancing (2 meters / 6 feet) protocols in accordance with global health authority guidelines.
6. Employees will be expected to follow any additional MA state and local government, health authority, or office/site/facility guidelines, including temperature checks and health screen questionnaires. Guidance continues to evolve and updates will be provided.
7. Customers, other visitors, and non-service pets will not be allowed in our offices at this time.

Thank you for your commitment to helping us all stay safe and well.

Name / Signature / Date

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